



(An Equal Opportunity Employer)

## Employment Application

Please fill out accurately and as completely as possible. Incomplete applications will not be accepted.

### APPLICANT INFORMATION

Last Name		First Name		M.I.		SS #	
Street Address							
Town/City			State		Zip code		
Phone Number	( )	Email Address					
Alternate Number	( )	Emergency Contact				Phone Number	( )
Position Applied for			E. Contact Address				Relationship:
Are you a U.S. citizen or permanent resident alien with a legal right to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever worked or volunteered for us in the past?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you, after employment, verify your legal right to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

Are you at 18 Years or Older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Available Dates:		TO	
How many total hours per week are you seeking?		Are you willing to work:	<input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings			
Do you hold a valid driver's license?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, STATE OF ISSUE			DRIVER'S LICENSE #	
Have you ever been convicted of a crime (other than minor traffic violations) in the last 5 years? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please explain on a separate sheet of paper.</i> <i>Please note that a conviction is not an automatic disqualifier of employment. Wilful omission or misrepresentation is however, a basis for employment ineligibility.</i>						

### EDUCATION

High School			Address			
Dates Attended:		TO	DEGREE/CERT		Special Courses:	
College/University			Address			
Dates Attended:		TO	DEGREE/CERT		Special Courses:	
College/University			Address			
Dates Attended:		TO	DEGREE/CERT		Special Courses:	

### SKILLS

COMPUTER SKILLS:						
FOREIGN LANGUAGE ( <i>SPEAK, READ AND/OR WRITE</i> ) SKILLS:	<input type="checkbox"/> ENGLISH <input type="checkbox"/> SPANISH <input type="checkbox"/> FRENCH <input type="checkbox"/> SIGN LANGUAGE <input type="checkbox"/> OTHER 1: _____					
OTHER CERTIFICATES, INTERNSHIPS, TRAINING OR SKILLS:	_____ _____ _____					
PUBLIC SPEAKING EXPERIENCE/SKILLS:	_____ _____					
ARE YOU CPR/FIRST AID CERTIFIED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>NOTE:</b> WHILE THIS IS NOT REQUIRED, IT IS HIGHLY RECOMMENDED FOR ADMISSIONS STAFF				

REFERENCES					
Please list 3 professional & personal references (family members are excluded) who have known you for at least 1 year. Letters of Recommendation accepted. Make sure to inform references about potential contact by employer.					
Full Name		Title/Position			
Company		Phone #	(    )	Years Know	
Address		Email Address			
Full Name		Title/Position			
Company		Phone #	(    )	Years Know	
Address		Email Address			
Full Name		Title/Position			
Company		Phone #	(    )	Years Know	
Address		Email Address			

PREVIOUS EMPLOYMENT									
1	Company				Phone Number	(    )			
Address					Supervisor				
Position				Starting Salary			Final Salary		
Responsibilities:							Hours per week		
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, why?			
2	Company				Phone Number	(    )			
Address					Supervisor				
Job Title				Starting Salary			Final Salary		
Responsibilities:							Hours per week		
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, why?			
3	Company				Phone Number	(    )			
Address					Supervisor				
Job Title				Starting Salary			Final Salary		
Responsibilities:							Hours per week		
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, why?			
FOR ADDITIONAL HISTORY, PLEASE ATTACH COMPLETED RESUME									

**QUESTION:**

I HAVE READ AND UNDERSTAND THE NATURE OF THE POSITION I AM APPLYING FOR AND THE DUTIES ASSOCIATED WITH IT AND IF HIRED, I ATTEST THAT I CAN PERFORM THE REQUIRED FUNCTIONS AND DUTIES OF MY JOB TO THE BEST OF MY ABILITIES, WITH OR WITHOUT REASONABLE ACCOMODATION.

☐ YES ☐ NO

**DISCLAIMER AND SIGNATURE:**

**Please read and sign the following statement:** I certify, under penalty of law, that the information given in this application is correct and complete to the best of my knowledge. I am aware that, should investigation at any time show falsification, I will not be considered for employment or, if employed, I may be dismissed. I hereby authorize the Maine State Aquarium and agencies with whom my name is certified/referred to make all necessary investigations concerning me, my work habits, previous employment or experience, and other situations as are applicable to the position I am applying for. I authorize the Maine State Aquarium to check my driving record if the position for which I am applying requires driving. I authorize the Maine State Aquarium to receive and make available to other relevant agencies my academic records or other materials, pertinent to my qualifications, and further authorize and request each former employer, persons given as reference, educational institutions, or organizations (including law enforcement agencies) to provide all information that may be sought in connection with my application. With this permission I release the organization from any liability as a result of such contact. Finally, I understand and agree that I will be required to ratify the information contained in this application by signature as a condition of employment.

Signature		Date	
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Please submit your completed application, with appropriate copies of verification materials (*transcripts, certifications, education & training documentation, diplomas, etc., as applicable*) to:

Maine State Aquarium  
ATTN: Aimee Hayden-Roderiques  
RE: Employment Application  
PO BOX 8  
West Boothbay Harbor, ME 04575

If you have any further questions, please contact me at (207) 633-9542.

Good luck!

Aimee Hayden-Roderiques  
Natural Science Educator  
Department of Marine Resources- *Education Division*  
[Aimee.Hayden-Roderiques@maine.gov](mailto:Aimee.Hayden-Roderiques@maine.gov)